

POCKET RESUMÉ



Personal Information:

Name: _____

Address: _____

City: _____

State/Zip: _____

Email Address: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Alt. Phone: _____

Be Honest & Positive

Do any of the following words describe you?

ambitious • competent • reliable
motivated • resourceful • dependable
productive • team • punctual • honest
detail-oriented • tactful • trustworthy
appreciates feedback • eager

Work History:

Most Recent Employer: _____

Supervisor: _____

Address: _____

City: _____

State/Zip: _____

Reason for leaving: _____

Employment Dates: _____

Position: _____

Duties: _____

Phone: _____

Work History:

Employer: _____

Supervisor: _____

Address: _____

City: _____

State/Zip: _____

Reason for leaving: _____

Employment Dates: _____

Position: _____

Duties: _____

Work Phone: _____

1-800-450-4019

www.HelpWithMoney.org

Work History:

Employer: _____

Supervisor: _____

Address: _____

City: _____

State/Zip: _____

Reason for leaving: _____

Employment Dates: _____

Position: _____

Duties: _____

Work Phone: _____

Educational History:

School: _____

Dates attended: _____

Degree: _____

Awards/Clubs: _____

School: _____

Dates attended: _____

Degree: _____

Awards/Clubs: _____

Certifications and Personal Accomplishments:

Possible reasons for job gaps or leaving a job:

- Career change
- Family development
- Relocation
- Lack of advancement opportunities
- Seasonal work
- Return to school
- Advancement opportunities

References:

Name: _____

Address: _____

Phone: _____

Relationship: _____

Name: _____

Address: _____

Phone: _____

Relationship: _____

Name: _____

Address: _____

Phone: _____

Relationship: _____

